

<p>Western ROP 6: Hours of Work</p>	<p>Page 1 of 1</p>
<p>Division of Forensic Science</p> <p>Western Laboratory Regional Operating Procedures</p>	<p>Amendment Designator: 0</p>
	<p>Effective Date: March 28, 2003</p>
<div data-bbox="740 296 961 323" data-label="Section-Header"> <h2>6 Hours of Work</h2> </div> <div data-bbox="198 357 349 384" data-label="Section-Header"> <h3>6.1 General</h3> </div> <div data-bbox="246 417 1494 445" data-label="Text"> <p>6.1.1 This ROP documents the application in the Western Laboratory of applicable policies related to hours of work.</p> </div> <div data-bbox="198 478 381 506" data-label="Section-Header"> <h3>6.2 References</h3> </div> <div data-bbox="246 539 989 627" data-label="List-Group"> <ul style="list-style-type: none"> 6.2.1 DHRM Policy 1.25, Hours of Work 6.2.2 DCJS Policy 14, Hours of Work and Alternate Work Schedules 6.2.3 DFS Safety Manual </div> <div data-bbox="198 661 443 688" data-label="Section-Header"> <h3>6.3 Work Schedules</h3> </div> <div data-bbox="246 722 1474 934" data-label="List-Group"> <ul style="list-style-type: none"> 6.3.1 The standard work schedule is 8:00 to 5:00 Monday through Friday. 6.3.2 Employees may request alternate work schedules according to the following defined options: <ul style="list-style-type: none"> Schedule A Five 8's Schedule B Four 9's and one 4 Schedule C Four 9's and one 8 / four 9's and 8 off (2 week cycle) (exempt employees only) Schedule D Four 10's 6.3.3 Section supervisors, administrative specialists and evidence specialists may request schedules A and B only. </div> <div data-bbox="198 968 558 995" data-label="Section-Header"> <h3>6.4 Lunch Periods and Breaks</h3> </div> <div data-bbox="246 1029 1507 1117" data-label="List-Group"> <ul style="list-style-type: none"> 6.4.1 Lunch period (meal break) shall be one hour. 6.4.2 All employees' work duties allow flexibility for breaks for personal needs. Therefore, 15-minute rest breaks are not applicable. </div> <div data-bbox="198 1150 386 1178" data-label="Section-Header"> <h3>6.5 Procedures</h3> </div> <div data-bbox="246 1211 1498 1329" data-label="List-Group"> <ul style="list-style-type: none"> 6.5.1 Work schedule start time shall be on the hour or the half-hour, e.g. 7:00 am, 7:30 am, 8:00 am, etc. 6.5.2 Established schedules shall have no more than one-third of section personal off on the same day/hours. 6.5.3 Safety Manual requirements for safety practices while working alone shall be considered by employees making requests, as will as by supervisors in making recommendations. </div> <div data-bbox="1446 1404 1513 1432" data-label="Text"> <p>◆ End</p> </div>	